**Fall 2020 Faculty Guide to Supporting Student Needs for Flexibility, Adjustments, and/or Accommodations**

The University of North Carolina at Chapel Hill is dedicated to ensuring that all students have access to education and campus life, especially during COVID-19. The following information should serve as a resource for supporting students that may encounter special circumstances and need to access academic adjustments, accommodations through Accessibility Resources and Services, or general instructional flexibility.

**Be Proactive, Be Kind, Be Flexible, and Ask Questions**

### Quick Tips for Faculty

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<th>WHAT IF</th>
<th>THEN (Recommended Solutions)</th>
<th>WHO (For Guidance/Referral)</th>
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<td>What if a student, not registered with ARS, asks for an academic accommodation due to a disability or medical condition that rises to the level of disability?</td>
<td>Students should be directed to the ARS syllabus <a href="#">statement</a> and advised to contact ARS. Students are invited to fill out a self-id to initiate the process and provide documentation of their disability in order to determine reasonable accommodations.</td>
<td><a href="#">Accessibility Resources and Service</a></td>
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<td>What if a student refuses to attend the in-person class because they just learned that one of their classmates tested positive for COVID-19?</td>
<td>Please reassure the student that if they are identified as a close contact of a COVID positive student/person (as defined by Campus Health or Orange County Health Department, and the CDC) they will be notified with appropriate next steps that may include quarantine, symptom monitoring, and/or testing. These students may request <a href="#">university approved absences</a> if they are not well and unable to complete coursework. Any other student, should contact their faculty member to discuss options for instructional flexibility for the duration of the isolation of the COVID positive student. Faculty are encouraged to exercise as much flexibility as possible, including participating online, submission of work online, and/or delayed assignment deadlines (when possible).</td>
<td><a href="#">University Approved Absence Office (UAAO)</a> for approved absences. <a href="#">Department Chair/Director of Undergraduate or Graduate Studies</a> for instructional flexibility.</td>
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| What if a student is sick with COVID-19, isolated, or ordered to quarantine and misses class? | Many students that are in isolation or quarantine may be asymptomatic; therefore, students enrolled in a remote class who are well enough to continue their work should continue to do so. Any student asked or required to quarantine or isolate due to Covid-19 will be approved for a University Approved Absence for any classes missed.  

**It is the student’s choice to request UAA notifications be sent to their faculty member as not every student in isolation or quarantine may want or need them.**  

As noted in the [Class Attendance Policy](#), instructors have the authority to make academic adjustments without official notice from the University Approved Absence Office. It is not required for professors to receive a University Approved Absence notification in order to work with a student. | **University Approved Absence Office (UAAO)**  

AND  

**Individual instructor for each course**  

Department chairs and/or DUS/DGS can be consulted |
| --- | --- | --- |
| What options can faculty and instructors consider for providing reasonable alternatives for students with university approved absences? | Faculty and instructors should consider presenting multiple options to the students for completion of make-up work.  

**Examples include, but are not limited to:**  
- Students could be **given the option** to take a make-up exam (in the same or different format) OR to drop the exam as part of “drop the lowest exam” OR to redistribute the weight of the exams/assignments  
- Students could be **given the option** to participate in an asynchronous discussion by completing assigned discussion posts OR write a reflection on the material that was assigned for discussion OR use their “drop the lowest x%”  
- Students could be **given the option** to complete the lab activity using data gathered by others in the lab OR use their “drop the assignment” OR complete the lab asynchronously (if that’s an option)  

Other options are listed under “Make-up Coursework and Assessment” of the [UNC Class Attendance Policy](#). For additional teaching & learning resources you can visit the [Center for Faculty Excellence](#).  

For students an extended absence of > 5 weeks, multiple plans could be discussed with the student, including the option of medical withdrawal.  

**Example:**  
Plan A: Plan to finish the make-up work including options for assignments as indicated above. Make-up work can be combined/done out of original order while still meeting course objectives and learning outcomes—this can greatly reduce the burden.  
Plan B: Plan to complete x, y, and z make-up work during the semester, take an incomplete (“IN” grade), and then finish m & n make-up work at the beginning of the following semester. | **Center for Faculty Excellence**  

Department chairs and/or DUS/DGS |
| What if a student lets you know they are feeling sick or shows up to class sick? | The health and safety of our students are of utmost importance. Therefore, ill students (especially with COVID symptoms) should be advised to stay home or go home and contact Campus Health or a health care provider for medical advice. Students that have a significant illness or health condition can request a university approved absence through the University Approved Absence Office. Any student asked or required to quarantine or isolate due to Covid-19 will be approved for a University Approved Absence for any classes missed. All requests will be verified with Campus Health or require documentation from an external health care provider. Students will receive information on non-medical support from the CV19 Student Care Hub/Office of the Dean of Students (e.g. basic needs).

It is also important to understand that everyone who sneezes, or coughs is not infected with the coronavirus. We should all practice good hygiene by covering our nose/mouth when sneezing or coughing with a tissue or inside of your elbow, washing hands frequently and wiping down frequently touched surfaces (keyboards, doorknobs/handles, phones, etc.). |

| Do the spring/summer grading adjustments apply to the fall? | Undergraduate courses will use the regular grading system for Fall 2020 classes. The emergency grading accommodations regarding pass/fail grading from Spring and Summer 2020 no longer apply. In other words, the Pass/Fail option is available only in limited situations, as described in the University Catalog.

In the College of Arts and Science, the CV grade is still in use as an alternative to the incomplete grade (“IN”) for students adversely affected by the public health emergency.

As in Spring 2020, students may utilize a WCV grade for course drops specific to Covid-19. |
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<th>What support can the University provide a student who is immune-compromised and worried about remaining on campus?</th>
<th>Any student with a compromised immune system or underlying health conditions that place them in a high-risk should contact ARS at <a href="mailto:ars@unc.edu">ars@unc.edu</a> who will work with their academic advisors and instructors to find alternative ways to make degree progress.</th>
<th>Accessibility Resources and Service</th>
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<td>What if a student requests disability-related accommodations?</td>
<td>Treat the request like you would any other ADA accommodation request. Accommodations might include additional protections to limit contact with others. It is the University’s goal to create a learning experience that is as accessible as possible. If a student anticipates any issues related to the format, materials, or requirements of their courses, they should contact ARS to explore a range of options to remove barriers in the course, including receiving official accommodations. If a student has already been approved for accommodations through ARS, they should contact the instructor early on to develop an implementation plan together. Students may request accommodations at any point during their education. A student who encounters disability-related barriers in the context of online education (or for any other reason) are encouraged to reach out to ARS to discuss accommodation possibilities and other ways they can be supported.</td>
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<td>What if a student asks, is it mandatory or recommended that I wear a mask?</td>
<td>All individuals are required to wear masks in classrooms, lecture halls, and any other instructional areas and campus locations, in a manner consistent with health and safety standards and any requirements instituted by state authorities. Since a person infected with COVID-19 may not exhibit symptoms for several days, he or she may unknowingly spread the virus when interacting with others. Wearing a covering is one-way students can help keep our community healthy. For more information, please visit: University Guidelines for Face Masks</td>
<td>Carolina Together website – Community Standards and Guidelines</td>
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<td>What language can I include on my syllabus regarding the community standards and mask use?</td>
<td>Community Standards in Our Course and Mask Use. This fall semester, while we are in the midst of a global pandemic, all enrolled students are required to wear a mask covering your mouth and nose at all times in our classroom. This requirement is to protect our educational community — your classmates and me — as we learn together. If you choose not to wear a mask, or wear it improperly, I will ask you to leave immediately, and I will submit a report to the Office of Student Conduct. At that point you will be disenrolled from this course for the protection of our educational community. An exemption to the mask wearing community standard will not typically be considered to be a reasonable</td>
<td>Office of Undergraduate Curricula</td>
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| What if a student comes into my classroom without a mask? | The health and safety of our community come first; therefore, the University is following local, state and UNC System policies and has implemented the Community Standards and a specific mask guideline.

In addressing students that may not initially be wearing a mask, you are encouraged to respectfully engage with the student to remind them of the mask requirement. For example:

- “As a reminder, Carolina has guidelines that require all of us to be wearing a mask. I understand if you’ve forgotten yours, but Carolina is supplying them for all of us. Please go get, and put on, an available mask, if you want to remain in this (class/meeting/study group)”

- “If you are not able to put on your mask and stand 6-ft from me, I’ll need to ask you to leave.”

Please keep in mind that an exemption to the mask wearing community standard will not typically be considered a reasonable accommodation. Individuals with a disability or health condition that prevents them from safely wearing a face mask must seek alternative accommodations through the Accessibility Resources and Service.

If the student refuses to wear a mask, you may:

1. Ask the student to leave the class/building
2. Dismiss the class and follow-up with the other students to provide instruction on accessing course material
3. Submit a referral form to the Office of Student Conduct

Refusal to wear a facemask is NOT considered a university approved absence and faculty are not required to provide academic adjustments or make-up assignments.

For other considerations on having conversations around difficult topics, visit Speak Up Carolina. |

| Where should a student go to request an exception to wearing a face covering in class? | All individuals on campus must wear a face mask or covering. An exemption to the mask wearing community standard will not typically be considered to be a reasonable accommodation. Individuals with a disability or health condition that prevents them from safely wearing a face mask may seek alternative accommodations through the Accessibility Resources and Service. |

<p>| Office of Student Conduct | Office of Student Conduct |</p>
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<td><strong>What if a student wants to wear a face shield instead of a face covering?</strong></td>
<td>Face shields do not satisfy the University’s meet CDC guidelines for providing adequate protection as a substitute for wearing a face covering. Therefore, face shields should not be worn in place of a face covering. Those who want to wear shields <em>in addition</em> to face coverings are welcome to do so.</td>
<td>UNC Community Standards and University Mask Guidelines</td>
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<td><strong>What if the instructor believes that an accommodation approved by ARS is not reasonable or fundamentally alters the nature of their course?</strong></td>
<td>All students in need of an accommodation who are registered with Accessibility Resources and Service (ARS) and those with documented disabilities, medical conditions or those who are considered high-risk should be referred to Accessibility Resources and Service. There is no obligation to affirmatively provide accommodations if the student has not initiated the ARS process. Once the student has connected, ARS will engage in their interactive process, which will include contacting the instructor directly about the course specifics. If an accommodation has been determined and an instructor has concerns, please reach out to ARS. An instructor may initiate a conversation regarding accommodations with a student, but please do not ask specifically about the type of disability, medical condition or health condition that might make them high risk. An instructor can simply ask if the basis of their request is due to disability and refer appropriately.</td>
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<td><strong>What if a student qualifies for academic accommodations and has concerns about the impact that remote instruction may have on them?</strong></td>
<td>Please have the student contact ARS with any questions or concerns related to requests for accommodations, approval of services, or equitable access to educational programs.</td>
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<td><strong>Can an instructor still schedule exams with accommodations with ARS?</strong></td>
<td>Due to health and safety concerns and physical distancing, ARS will have a limited number of seats available in the ARS Testing Center at one time. Instructors likely are using other methods of assessment, such as Sakai. If a student is eligible for extended time on exams, Sakai can be adjusted to account for the appropriate amount of accommodated time. Students are encouraged to reach out to their professors in advance so this accommodation can be met.</td>
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**Testing Schedule:** Please visit the ARS [website](http://arswebsite) for the testing schedule. There will be 30-minute time slot between each testing session to allow for cleaning and the ARS Testing Center will close at 5pm to allow for facilities to clean the space. Currently, there will be 6 slots available for each testing session. Due to physical distancing and the layout of the space, in-person testing space is limited. Please visit the ARS website for contact and additional information.

| What are the Final Exams Guidelines? | Students whose primary major is in the College of Arts & Sciences may request an exam excuse for one of the following reasons:  
- Two final exams scheduled at the same time  
- Three final exams that start within one 24-hour period  
- Approved ARS accommodations that impact overall testing time  
- Reasons such as religious observances, illness*, or other serious problems that conflict with a final exam  
You can request an exam excuse by filling out the [Online Final Exam Excuse Request Form](http://onlineform).  
If a student is connected with ARS, instructors should receive an accommodation notification for students with disabilities who are enrolled in their course(s). Students are responsible for logging into the ARS Hub and sending the notifications. Please pay particular attention to the accommodation notifications if you are providing an online exam as the most commonly used accommodation is extra time on timed assessments. Please be flexible. The length of time a student sits and views a computer screen can be problematic and students may need to use the restroom or stretch during a long exam. Clearly communicate expectations in a timely manner to all students (e.g., who to contact for technical issues, how the exam will be proctored, technology requirements, testing platform). If you have questions about considerations for students with disabilities, please contact ARS.  
*If a student is impacted by an extenuating circumstance that prevents them from completing the final exam during the established time period. What should I do? Let the student know that they will need to get a Final Exam Excuse and direct them to the [Online Final Exam Excuse Request Form](http://onlineform). Depending on the circumstance, a student may reach out to Campus Health, Counseling and Psychological Services or the Office of Dean of Students. They should receive a grade of ‘AB’ and once they’ve taken the Final Exam, the grade should be updated as soon as possible.  
Similar to cases in which you might assign a grade of “Incomplete,” you should use your discretion to determine the extent of the problem and if possible, require documentation of the issue. Understand that technical problems might also be an extenuating | Academic Advising and/or Accessibility Resources and Service  
Academic Advising  
Campus Health  
Counseling and Psychological Services  
Office of the Dean of Students |
circumstance. Using your best judgment and interest in the student’s academic success, you may arrange an alternative time period and date(s) that are suitable for the student and you. A ‘CV’ grade may also be appropriate if the extenuating circumstances are COVID related.

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<th>What if a student has different accommodation needs in the context of course delivery?</th>
<th>Students should contact ARS. Any new or modified academic accommodations will be communicated to instructors via the ARS Hub.</th>
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<td>If a student tells me they tested positive for COVID do I have to report it?</td>
<td>If a student discloses, they tested positive for COVID-19, faculty should encourage the student to contact Campus Health as soon as possible. Faculty who are concerned that the student may not have reported to Campus Health can notify them on an individual basis. Notifications to Campus Health should only be made if a student discloses a positive test directly to the faculty member, not if it is information heard via third party.</td>
<td>Campus Health</td>
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